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7 November 1951

MINUTES OF OUR CAREER SERVICE COMMITTEE MEETING

5 November 1951 - 4:00 P.M.

Present: F. Trubee Davison - AD/Personnel, Chairman
Matthew Baird - Director of Training

[Redacted] D/NE
- DAD/OSO
Executive Secretary

1. The minutes of the 5th meeting were approved as distributed.
2. The Executive Secretary reviewed the activities of the Working Groups:

a. Working Group on SELECTION CRITERIA, [Redacted] O/TR, chairman. This group has met twice but not since the summary report was made to the Committee on 30 October.

b. Working Group on TRAINEES, [Redacted] OO, chairman. This group has met twice but not since the summary report was made to the Committee on 30 October.

c. Working Group on ROTATION, [Redacted] OSO, chairman. This group has met three times. At its last meeting on 2 November, the Working Group adopted the following agenda:

1. Proposed definition of Rotation (see paragraph 6 below for action taken by Career Service Committee)
2. Review of all references furnished the Working Group by the Committee in order to dispose of as many questioned or questionable matters as possible.
3. Discussion of the objectives of Rotation.

The Working Group proposed to view the Air Force Personnel Development Program presentation (see paragraph 7 below for action taken by Career Service Committee)

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- d. Working Group on EMPLOYEE RATING, [] ORR, chairman 25X1A9A
This group has met three times. At its last meeting on 1 November, the group reexamined the tentative decisions that it had made and among other matters, it reached agreement on the two following points:

1. A primary requirement for success of performance rating lies in proper training of the supervisor making such rating.
2. There must be free discussion between the employee and the supervisor on all elements on which a performance rating is based.

- e. Working Group on EXTENSION TRAINING, [] ORR, 25X1A9A
chairman. This group held its first meeting on 1 November and critically examined its directive and references. It identified a major problem which might be a source of confusion, the fact that most, if not all, duty assignments carry an overtone of on-the-job training. In this sense, this Working Group will attempt to limit its consideration of Extension Training so that there is no overlap or jurisdictional duplication with the Rotation Working Group, especially with respect to overseas assignments. This group will first examine the requirements of each office represented in the Working Group for Extension Training.

- f. Working Group on CAREER BENEFITS, [] General 25X1A9A
Counsel, chairman. This group has held three meetings. At its last meeting on 1 November, the group tentatively agreed that the military rate for pay for extra-hazardous duty should be adopted by CIA, but that it would be necessary to revise the standards and conditions under which this rate of pay would be applicable by reason of the unusual and non-orthodox activities in which CIA personnel at times engage. However, tentative decision was reached that both rate and standard of the military service should apply to hazardous duty when executed under training conditions. 25X1A9A
The group decided to invite [] to make a presentation at its next meeting regarding the special and urgent requirements for a solution of the hazardous duty pay problem under training conditions.

3. No action was taken on the proposed Statement of Personnel Policy.

4. As recommended by the Rotation Working Group it was agreed that the Executive Secretary would prepare and circulate to all members of all Working Groups a bi-weekly Report of Progress, in order that each Working Group could be kept apprised of the activities and recommendations of the other Working Groups.

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5. After brief discussion it was agreed that the analysis of reasons for persons separating from the Agency, which was being prepared in the Office of Personnel, would be available for study by the Committee.

6. The Committee considered the proposed definition of Rotation submitted by the Rotation Working Group, amended it, and adopted the following definition, and referred it to the Working Groups for comment;

"Rotation - the systematic designation and redesignation of an individual to various kinds of non-training duty, on-the-job training, CIA training and extension training for the purpose of improving his capacity to serve the Agency".

In view of the above definition of Rotation, the proposed definition of Training was not approved.

7. The Committee approved the proposal of the Rotation Working Group that it should view a presentation of the Air Force Personnel Development Program. It requested that this Working Group recommend whether it would be appropriate to invite the Air Force to present its program in one of the CIA presentation rooms to a larger audience.

8. Regarding the representation of the several offices on Working Groups, it was agreed to request OSO to nominate ^{25X1A9A} for the Employee Rating Working Group. General Davison proposed to talk with the Assistant Director of Policy Coordination regarding the representation from that office on the several Working Groups.

9. It was agreed that the next meeting would be held on Tuesday, 13 November at 4:00 P.M. in Room 115 North Building.

10. The meeting adjourned at 5:15 P.M.

25X1A9A

Executive Secretary

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